

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	ESL Specialist	Wage/Hour Status:	Exempt
Reports To:	Elementary Principal	Pay Range:	820/830
Dept. /School:	Elementary Schools	Date Revised:	08/06/19

Primary Purpose:

Assist with the implementation of the English Language Development (ELD) instruction and English Language Proficiency Standards (ELPS) in Language Arts, Mathematics, Science and Social Studies at elementary campuses. Work with English Language Learners (ELL) and ESL certified classroom teachers to support the acquisition and acceleration of the English language.

Qualifications:

Education/Certification:

- Elementary Teacher certification (required)
- ESL certification (required)
- Master's Degree (preferred)
- Systematic English Language Development (ELD) training (preferred)

Special Knowledge/Skills:

- Work closely with the campus principal and team leaders to provide a quality instructional program for ELL students
- Working knowledge of Chapter 89, BB State plan for educating Limited English Proficiency students
- Working knowledge of Chapter 74 ELPS, English Language Proficiency Standards
- Plan and facilitate professional learning opportunities related to ELLs (ELPS, Systematic ELD) for staff

Other:

- Possess strong organizational and communication skills (verbal and written)
- Plan, prepare and deliver staff development based on campus data
- Exhibit public relation skills

Experience:

- Three years of teaching experience in elementary schools (preferred)

Major Responsibilities and Duties:

- Provide English language development instruction to ELLs at beginning and intermediate English proficiency levels in grades 3-5(ELPS)
- Collaborate with classroom teachers to provide tiered intervention to ELL students, as needed

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Support students and teachers with the integration of technology in the instructional program

Coach teachers in the use of ESL instructional practices

Support the implementation of district curriculum by helping teachers plan for linguistic, affective, and academic accommodations

Facilitate differentiation for different English proficiency levels by planning with grade level teams

Model lessons and initiate conferences with principals and campus staff about effective ESL instructional strategies

Demonstrate a working knowledge of curriculum, instruction, best teaching practices, data interpretation, and technology

Compliance

Serves as chairperson for the campus Language Proficiency Assessment Committee (LPAC)

Ensure that all LPAC duties and responsibilities are met under Chapter 89

Ensure the accuracy, maintenance and completion of student LPAC records

Use data to identify ELL students' areas of need for targeted intervention (Tier 1-2) Monitor, evaluate and document outcomes of targeted interventions (Tier 1-2)

Assist and support the Campus Testing Coordinator with the coordination of state assessments related to ELL students (TELPAS, STAAR)

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Working Conditions:

Mental Demands:

Maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional prolonged and irregular work hours; work with frequent interruptions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. N. McBee, Coordinator Compensation

Date: 08-06-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job

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descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____